

**STANTON FARMS TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
September 9, 2019**

A Regular Meeting of the Board of Directors for The Stanton Farms Townhomes Association was held on Monday, September 9, 2019, at Lilley Gulch Recreation Center located at 6147 S. Holland Way in Littleton, Colorado.

- I. Roll Call, Call to Order** –President Garfield called the meeting to order at 7:00 PM. Members present: Gerald (Jerry) Garfield, Pat Fenton and Kathy Hyland. Others present: Residents per the sign in sheet and Kellie Cole, CAM of KC & Associates, LLC, Community Association Manager.

President Garfield noted that a quorum necessary to conduct the business of the Board and the Association was present.

**State of Stanton Farms Townhomes Community (Homeowner Education)** –

1. Director Garfield reminded the residents in attendance that this is a Board meeting and not a homeowner meeting. Residents were requested to keep their comments to a minimum of 3 minutes and to be respectful to the Board and everyone in attendance.  
Who is responsible for running the Association? The Board is responsible for running the Association. The Board has fiduciary duty to act in the best interest of the community as a whole. There are rules in place that are above the HOA and come from such entities as Jefferson County and the West Metro Fire Department that has clearance requirements when it comes to parking in our community.  
There was a major amount of concrete work performed within the community this year as well as repair and painting of 6 buildings. Now is budget time and one consideration needs to be the yearly inflation rate. Also, a new Reserve Study will be done before finalizing the 2020 budget.  
Insurance is now at a 5% wind/hail deductible which means we are self-insured and the cost will be covered by the homeowners. With an insurance claim, homeowners can use their loss assessment coverage through their homeowner's policy to cover the cost of a new roof. If a new roof is needed and no insurance claim can be made, the cost will be covered by the homeowners directly through a special assessment, bank loan and/or increased assessments. An estimated cost for the roof replacements is \$1.5 Million.  
There is an election for one Board position at the Homeowner Meeting in December. It is recommended that a new Board member attend the Essentials Class offered by CAI and anyone who is interested should contact Kellie.
2. KC & Associates Responding to Homeowners – KC & Associates has an auto reply on their email that all emails will be responded to during certain times of the day and all correspondence goes through the manager and all Board members, not just one Board member. The Board President corresponds directly with the property manager on day to day operations.

**II. Review of Minutes**

1. Following review, upon a motion duly made by Director Garfield and seconded by Director Fenton to approve the Regular Board Meeting Minutes of August 12, 2019, as presented. Motion passed without objection, unanimously.

**III. Financials**

1. Following review and discussion, a motion was made by Director Garfield and seconded by Director Fenton to approve the unaudited August 31, 2019 financials. Director Garfield made a motion to move \$102,373.70 from reserves to operating. The motion was seconded by Director Fenton. The motion passed without objection, unanimously.

**IV. Committee Reports**

1. **Newsletter** – Nothing to come before the Board at this time.

**V. Unfinished Business**

1. Continue to request homeowners to install new window wells high enough so proper backfilling can be done near the foundations. The new window wells need to comply with Jefferson County code requirements. Also raise air conditioning units, if necessary, to do backfill near the foundations with negative grades. This request has been on the monthly Board meeting agendas since 2016.

**VI. New Business** – Nothing to come before the Board at this time.

**VII. Homeowner Hearings** – Nothing to come before the Board at this time.

**VIII. Open Forum** –The following topics were discussed;

A homeowner placed a work order with the post office and Xcel to remove the graffiti; gutter may be stopped up on the north west side of garage; contractors doing work on property; and planting flowers in rock beds.

**IX. Architectural Requests:**

1. 10309-C ACC to install fence across patio opening with a gate. Approval will require a Maintenance Covenant to be signed and notarized.
2. 10339-B ACC to replace a window with a slider. Pending approval.
3. 10339-B ACC for landscaping.
4. 10299-G ACC to install egress window well. Approved as submitted.
5. 10279-A ACC to install Direct TV dish. Approved as submitted.
6. 10517-A ACC to install radon mitigation system. Approved as submitted.
7. 10530-C ACC request to plant flower. Denied.
8. 10550-B ACC request to install windows. Approved as submitted.

**X. Miscellaneous Items**

1. The next Meeting will be held on Monday, October 14, 2019 beginning at 7:00 PM at Lilley Gulch Recreation Center located at 6147 S. Holland Way in Littleton, Colorado.

**XI. Executive Session** – The Board entered into Executive Session at 8:15 PM to discuss attorney privileged information. The Board reconvened from Executive Session at 9:00 PM.

**XII. Adjournment** – There being no further business to come before the Board, upon motion duly made, seconded and passed unanimously, the meeting was adjourned at 9:00 PM.

Submitted by,  
Kellie Cole, CAM  
Licensed Community Association Manager

**THE FOREGOING ARE THE TRUE AND CORRECT MINUTES OF THE MEETING HELD ON  
THE DATE STATED ABOVE AND WERE APPROVED BY THE BOARD OF DIRECTORS ON  
THIS 14<sup>th</sup> DAY OF OCTOBER 2019.**

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